

Lumen Christi College



Policy for Centre Determined Grades Summer 2021

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POLICY FOR CENTRE DETERMINED GRADES

Adopted by Board of Governors: 21/04/2021

Issued to Staff: 11/05/21

Person Responsible for Policy: Head of Centre

Statement of Intent

The purpose of this policy is:

- to ensure that the Centre Determined Grades process produces fair, objective, consistent and timely outcomes within and across departments;
- to ensure that all staff involved in producing Centre Determined Grades know, understand and can complete their roles in the process as published by CCEA;
- to ensure that Centre Determined Grades are produced in line with the process as published by CCEA, using the professional judgement of teachers, with internal moderation, ensuring quality and accuracy of the grades submitted to CCEA; and
- to ensure that the centre meets its obligations in relation to relevant legislation.

It is the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand and implement this policy. The Centre Determined Grades Policy will be in line with **CCEA Alternative Arrangements – Process for Heads of Centre**, subject specific guidance and other CCEA guidance and information issued in relation to Summer 2021. All staff involved in centre determined grades will support the implementation of alternative arrangements as set out by CCEA, including the CCEA review stage. Staff will familiarise themselves with all relevant guidance provided by CCEA, the JCQ requirements and the relevant centre policies.

[https://ceea.org.uk/document/7988 \(V2\)](https://ceea.org.uk/document/7988 (V2))

<https://www.jcq.org.uk/wp-content/uploads/2021/01/Notice-to-Centres-SENCos-and-assessors-June-2021.pdf>

https://www.jcq.org.uk/wp-content/uploads/2020/10/AA_regs_20-21_FINAL.pdf

[https://www.jcq.org.uk/wp-](https://www.jcq.org.uk/wp-content/uploads/2020/09/Guide_to_spec_con_process_2021_FINAL.pdf)

[content/uploads/2020/09/Guide_to_spec_con_process_2021_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/09/Guide_to_spec_con_process_2021_FINAL.pdf)

Process Overview

There is a five step process for the Summer 2021 awarding arrangements as outlined in the **CCEA Alternative Arrangements – Process for Heads of Centre**. Deadlines relating to the steps of the CCEA process are provided in Appendix 1 (Page 13). Lumen Christi College will follow this Five Step Awarding Process

Roles and Responsibilities

The roles and responsibilities of Lumen Christi College staff and Governors are outlined below:

The **Board of Governors** is responsible for approving the policy for producing Centre Determined Grades and must notify CCEA of arrangements should the Head of Centre be unavailable to confirm the Centre Determined Grades.

The **Head of Centre** has overall responsibility for Lumen Christi College as an examinations centre and will ensure the roles and responsibilities of all staff are defined.

The Head of Centre will ensure that the method of determining grades by the centre (in line with the processes published by CCEA and other awarding bodies) uses the professional judgement of teachers, with internal moderation and participation in an external review process set out by CCEA.

The Head of Centre will work collaboratively with CCEA in terms of engaging with professional dialogue and the provision of evidence as requested.

The Head of Centre will confirm that Centre Determined Grade judgements are accurate and represent the professional judgement made by staff.

The **Senior Leaders/Lead Assessors** (those who attended the CCEA Chartered Institute of Educational Assessors (CIEA) training) will act as Lead Assessors and disseminate the relevant content of the programme to all teachers involved in producing Centre Determined Grades.

Senior Leaders/Lead Assessors will provide support to staff involved in producing Centre Determined Grades. They will support the Head of Centre in the quality assurance of the final Centre Determined Grades. They have a role in achieving a consistent approach across departments and authenticating the preliminary outcomes in subjects where there is only one teacher. This will be agreed on a case-by-case basis but may include, for example, Senior Leaders or the Head of Centre validating the outcomes after comparing them with outcomes in associated subject areas where applicable.

The **Examinations Officer** is responsible for ensuring accurate and timely entries are submitted to CCEA. They must ensure that all information from CCEA is shared promptly with all relevant staff. The Examinations Officer will ensure that she knows, understands and can use the CCEA Centre Manager Applications. She will ensure that the centre's systems for data capture are enabled and that the Centre Determined Grades are submitted for each candidate entry by 21st May for CCEA AS/A2 and 4th June for CCEA GCSE.

The Examinations Officer is responsible for the administration of the final Centre Determined Grades and will assist with managing the post-results services within the centre.

The Learning Support Coordinator oversees access arrangements or reasonable adjustments for candidates.

Heads of Year/Heads of Key Stage will share pertinent information regarding Special Circumstances for candidates with relevant staff.

Heads of Department are responsible for supporting departmental staff and ensuring all staff conduct assessments under the appropriate levels of control and have the information required to make accurate and fair judgements. They are responsible for leading and managing the standardization and moderation procedures within their department. They will ensure that a Head of Department Checklist and a Departmental Evidence Assessment Grid is completed for each qualification that they are submitting.

Heads of Department are responsible for providing additional support to and sharing information with all departmental members. Where appropriate, quality assurance measures will be provided for newly qualified teachers.

Class Teachers are responsible for ensuring that they conduct assessments under the centre's appropriate levels of control, where it is safe to do so, and that they have sufficient evidence, in line with the centre policy, to support Centre Determined Grades for each candidate they have entered for a qualification. They must ensure that the Centre Determined Grade they assign to each candidate is a fair, valid and reliable reflection of the assessed evidence available for each candidate. They must complete the CCEA Candidate Assessment Record, where required, to include a description of the assessment evidence used, the level of control for each assessment considered and any other evidence that explains the final Centre Determined Grade submitted. Teachers have the responsibility for internal standardisation and moderating candidates' work, in conjunction with departmental colleagues and Senior Leaders as required. They must securely store and be able to retrieve evidence to support their decisions. The CCEA Candidate Assessment Records will be required for the candidates sampled by CCEA.

The knowledge, expertise and professionalism of the staff of Lumen Christi College is central to determining Centre Determined Grades.

Training, Support and Guidance

Teachers involved in determining grades must attend any centre-based training provided. Lumen Christi College will engage fully with all training and support that CCEA has provided, including web-based support and training. The centre policy will be supported through training provided by CCEA to Senior Leaders. If relevant staff are unable to attend subject support meetings or training, they must delegate to the most suitable alternative member of staff and ensure that the information is shared at the earliest possible opportunity with all relevant staff. The Vice-Principal should be notified if no one from a department has been able to attend support meetings and she will consider how this is addressed.

Appropriate Evidence

Lumen Christi College will use a combination of the following evidence in arriving at Centre Determined Grades.

- Assessments based on CCEA assessment resources for 2021;
- CCEA past papers;
- Mock examinations, which relate to the specification;
- Coursework or controlled assessments (where applicable);
- Year group assessments, which relate to the specification
- Practicals / Performances (where applicable)
- Units sat prior to Summer 2021
- Class based assessments;
- Homeworks (only where deemed suitable)

Departments will have flexibility to determine the types of evidence to be used in the allocation of Centre Determined Grades. See Appendix 2 Assessment Evidence Grid for subject specific detail. Where appropriate, evidence used as a contingency will be noted in the Candidate Assessment Record for individual candidates. Grades will be determined on the basis of a holistic judgement of the evidence.

Lumen Christi College will base all evidence on the relevant CCEA qualification specifications as set out in the **CCEA Alternative Arrangements – Process for Heads of Centre**.

Lumen Christi College has taken into account the information provided by CCEA about unit omissions before the cancellation of examinations. These are detailed on the Summer 2021 Information Pre-Examination Cancellation section of the CCEA website.

Where applicable, Lumen Christi College is taking account of disruption that candidates have faced to their learning as a result of COVID-19, in accordance with CCEA guidance.

Candidates will be made aware of the evidence that will be used in determining their grades through the sharing of this policy. However, the Centre Determined Grade will not be disclosed to the student. We will also communicate with parents through the sharing of the Powerpoint entitled, "CCEA CDG Evidence Summer 2021 - Presentation for Parents." This policy and Powerpoint will be shared through the SIMS Parent App.

Centre Determined Grades

Each Department in Lumen Christi College will determine grades based on evidence that reflects the standard at which a candidate is performing, i.e. the candidate's demonstrated knowledge, understanding and skills in regard to the specification content he/she has covered.

To make accurate judgements, teachers must have a clear understanding of:

- the range of skills, knowledge and understanding covered by the specification;
- the assessment requirements and the structure of the specification;
- the grade descriptions at key grades;
- the level of demand of the qualification assessments; and
- the weighting of each component/unit and the type of assessment.

Information on these aspects for each qualification will be drawn from the CCEA specification, specimen assessment materials, past papers, controlled assessment/coursework assessment tasks, and Chief Examiner and Principal Moderator reports, which are available on the CCEA website at www.ccea.org.uk

Teachers will complete the CCEA Candidate Assessment Record and will forward it to their Head of Department. All teachers are responsible for ensuring that all evidence has been stored safely and is accessible to support the CCEA Review of Evidence and Award process. It is important that decisions are justified and recorded to show how the evidence was used to arrive at a fair and objective grade.

Internal Standardisation

In subjects where there is more than one teacher and/or class in the department, it is a requirement to carry out internal standardisation and moderation. The purpose of internal standardisation is to provide teachers with confidence in the grades they have assigned, to ensure fairness and objectivity of decisions, and to ensure consistency in the application of assessment criteria and standards. This allows for any teachers' differences to be resolved. Standardisation is used to produce consistent marking standards between different teachers in a department. Internal standardisation will take place in departmental meetings under the direction of the Head of Department.

Internal standardisation should include cross-checking of marking across the full range of marks and include candidates from each class. The CCEA Candidate Assessment Records, or similar records, should form the basis of discussions around decisions made.

As a result of the internal standardisation process, it may be necessary for a teacher or the Head of Department to adjust the original decision:

- to match the standards as established and understood in the guidance provided; and
- to bring judgements into line with those of other teachers in the department.

In the context of internal standardisation, any necessary decisions will be made by the Head of Department. They should complete the relevant checklist, which will record any adjustments and relevant information.

Head of Centre Moderation and Declaration

Lumen Christi College undertakes to have a fair and consistent approach across departments/subjects:

Senior Leaders will carry out moderation, to include a review of marking and the internal standardisation arrangements and will verify that decisions have been justified. Unexplained grade profiles will be considered and this may result in a review of the evidence used or remarking. A record of decisions will be retained.

The moderation exercise will include professional discussions with **Heads of Department**.

Senior Leaders will consider both the subject and centre outcomes based on the evidence available.

The Head of Centre will submit a declaration on behalf of the centre. This will include a confirmation that the Centre Determined Grades for candidates are a true representation of their performance.

Access Arrangements and Special Consideration

Where candidates have agreed access arrangements or reasonable adjustments (for example a reader or scribe), Lumen Christi College will make every effort to ensure that these arrangements are in place when assessments are being taken. Details on access arrangements can be found in the JCQ document [Adjustments for candidates with disabilities and learning difficulties](#), which is available on the JCQ website.

As public examinations have been cancelled, the normal application process to the awarding organisation for special consideration will not apply this summer in the usual manner. However, where illness or other personal circumstances, covered by the JCQ guidelines, might have affected the candidate's standard of performance, Lumen Christi College will take account of this when making judgements. The centre will record how they have determined any impact of illness or personal circumstances and how this was incorporated into their judgements in the CCEA Candidate Assessment Record or similar record. The College will ensure consistency in the application of special consideration by following the guidance on pages 4–7 of the JCQ document [A guide to the special consideration process, with effect from 1 September 2020](#).

Special consideration should not, as in any year, be applied due to lost teaching and learning time. Lost teaching and learning is being addressed this summer via the flexibility afforded to the centre in the assessment methods used and in the content that will be assessed. Centre Determined Grades are based on the evidence produced by the candidate.

Bias and Discrimination

The College will fulfil its duties and responsibilities concerning relevant equality and disability requirements.

Lead assessors will disseminate guidance from the CIEA training on potential bias in judgements, including the challenges and solutions relevant to a holistic approach to assessing the validity of assessment judgements. This will include information on:

- sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment and marker pre-conceptions);
- minimising bias (how to minimise bias in questions and marking, and hidden forms of bias); and
- bias in teacher assessments.

To avoid bias and discrimination, all staff involved in Centre Determined Grades will consider that:

- unconscious bias can skew judgements;
- the evidence should be valued for its own merit as an indication of performance and attainment;
- Centre Determined Grades should not be influenced by positive or challenging personal circumstances, character, behaviour, appearance, socio-economic background, or the performance of candidates' siblings;
- unconscious bias is more likely to occur when quick opinions are formed; and
- having effective internal standardisation will help to ensure that there is consideration from different perspectives.

Recording Decisions and Retention of Evidence and Data

It is fundamental that class teachers and Heads of Department maintain records that show how Centre Determined Grades have been produced and internally standardised, including the rationale for decisions in relation to individual marks/grades. All evidence used to support the grade determined for each candidate will be retained to comply with data protection legislation and in anticipation of centre moderation and the CCEA Review of Evidence and Award process and potential appeals.

When requested, evidence will be uploaded via the CCEA application used to submit the Centre Determined Grades.

The following documentation must be fully and accurately completed and retained securely:

- CCEA Candidate Assessment Records;
- CCEA Head of Department Checklists and Departmental Assessment Evidence Grid; and
- CCEA Head of Centre Declaration.

Confidentiality

Lumen Christi College will not disclose any candidates' Centre Determined Grades in advance of the official issue of results. This is in keeping with the centre's GDPR Policy and CCEA requirements.

Malpractice/Maladministration

The College will act ethically, to uphold the integrity of the qualifications system and to report potential cases of malpractice or maladministration to CCEA for investigation. There may be instances where the centre or individual teachers are put under improper pressure from a candidate or their parent/guardian to influence the decision-making on a grade. Any improper pressure must be reported to CCEA, who may investigate this as potential malpractice or maladministration.

Other examples of potential malpractice include:

- deception;
- improper assistance to a candidate;
- failure to appropriately authenticate a candidate's work;
- over-direction of candidates in preparation for assessments;
- the centre submitting grades not supported by evidence or that they know to be inaccurate;
- centres entering candidate(s) who were not originally intending to cash in a grade in the Summer 2021 series;
- failure to engage as requested with CCEA during the review stage of the process; and
- failure to keep appropriate records of decisions made and Centre Determined Grades.

The consequences of malpractice or maladministration are as published in the JCQ guidance [Suspected Malpractice: Policies and Procedures](#), which is available on the JCQ website, and include the risk of a delay to candidates receiving their grades, up to and including removal of centre status.

Private Candidates

For subjects where entries have been made for private candidates, the College will ensure that it has sufficient evidence to confidently submit an objective Centre Determined Grade. If evidence is limited, it is essential that these candidates complete the CCEA assessment resource or an appropriate adaptation of the assessment resource. Thereafter, decisions for the private candidate should be made with the same approach as for all other candidates at Lumen Christi College.

Conflicts of Interest

To protect the integrity of assessments, staff must declare any potential conflicts of interest to the Head of Centre. Instances when there may be a conflict include teaching and preparing members of their family or close friends for qualifications that include internally assessed components.

The Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff, following the requirements set out in **CCEA's Alternative Arrangements – Process for Heads of Centre** document issued in March 2021.

Lumen Christi College will also carefully consider the requirements of their centre policies, particularly in relation to the separation of duties and personnel to ensure fairness in later process reviews and appeals.

Internal Appeals Procedure Relating to Centre Determined Grades

A written internal appeals procedure will be available on the school website,

<http://www.lumenchristicollege.co.uk>, when the CCEA awarding organisation appeals process has been confirmed.

Requirements as a JCQ Registered Centre

Lumen Christi College has reviewed and amended, where necessary, all assessment and examination-related policies and procedures in line with the JCQ General Regulations for Approved Centres, 1 September 2020 to 31 August 2021 to ensure appropriateness for the unique context of Summer 2021 qualifications.

Associated/Related Centre Documents and Location

- Internal Appeals Procedure 2021- www.lumenchristicollege.co.uk

APPENDIX 1

OVERVIEW OF THE FIVE STEP AWARDING PROCESS

Step and Indicative Timeframe	Activity	Personnel	Internal Deadlines	
1	Guidance, Information and Readiness (March, April)	CCEA guidance documentation shared and understood by all involved staff. Centre fully participates in support offered by CCEA and other partner bodies, such as EA and CCMS.	Centre Leadership Team, Heads of Department (HoD) and teaching staff	Ongoing until 23/04/21
		Centres agree their quality assurance process to ensure consistency across teachers, subjects and departments.	Centre Leadership Team, HoD and teaching staff	29/03/21, 01/04/21-23/04/21
		Centre policy for awarding Centre Determined Grades developed, documented and shared with all staff. Policies to be sent to CCEA by 23 April so they are available for review at grade submission stage.	Centre Leadership Team	01/04/21 – 23/04/21
		Preliminary consideration of value of available evidence	Centre Leadership Team and HoD	19/04/21 - 22/04/21
2	Evidence Gathering and Provision of Assessment Resource (March, April and May)	Completion and marking of defined assessments in line with centre policy; for example, this could comprise CCEA assessment resources which will be available from April 2021.	Centre Leadership Team, HoD and teaching staff	20/05/21 (AS/A Level) 03/06/21 (GCSE)
		All other available evidence collated and documented	Centre Leadership Team, HoD and teaching staff	20/05/21 (AS/A Level) 03/06/21 (GCSE)
3	Centre Professional Judgement and Moderation (April and May)	All available evidence moderated in line with centre policy	Centre Leadership Team, HoD and teaching staff	20/05/21 (AS/A Level) 03/06/21 (GCSE)
		Any potential bias in Centre Determined Grades and outcomes considered	HoD and teaching staff	18/03/21 – 03/06/21
		Centre Determined Grade outcomes reviewed by senior leadership teams	Centre Leadership Team	Ongoing until 20/05/21(AS/A Level) Ongoing until 03/06/21(GCSE)
		Head of Centre sign-off and submission of Centre Determined Grades	Head of Centre	21/05/21 (AS/A Level) 04/06/21(GCSE)
4	Review of Evidence and Award (June and July)	Centre evidence and grade outcomes reviewed	CCEA personnel	
		If evidence submitted is considered reasonable, centre grades proceed to award. If necessary, additional evidence requested and reviewed.	CCEA personnel	
		Where CCEA still has concerns, there will be engagement with the centre and, in some cases, this may require the centre to re-run their grading process.	Head of Centre and CCEA personnel	
5	Post-Award Review Service (August and September)	After the issue of results, students will have the right to appeal to their centres and to CCEA.	Head of Centre and CCEA personnel	

APPENDIX 2

Evidence for GCSE	Art	Biology	BCS	Chemistry	Child Development	Digital Technology	Double Award Science	English Language	English Literature	French	Further Maths	Geography	History	Irish	Maths	Music	PE	Physics	RE	Spanish	Technology	
Assessments based on CCEA assessment resources for 2021		√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√
CCEA past papers/questions based on CCEA past papers									√		√											
Mock examinations, which relate to the specification;		√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√
Coursework or controlled assessments (where applicable)	√		√		√	√		√								√						√
Year group assessments, which relate to the specification	√	√		√		√	√	√	√	√	√	√	√	√	√			√	√	√	√	√
Practicals / Performances (where applicable)																√	√					
Class based assessments									√			√					√					
Units sat prior to summer 2021															√							

† Homeworks (only where deemed suitable)

Evidence for AS	Art	Biology	Chemistry	Digital Technology	English Literature	French	Further Maths	Geography	History	Irish	Maths	Music	PE	Physics	Professional Business Studies	RE	Software Systems	Spanish	Technology
					WJEC								WJEC						
Assessments based on CCEA assessment resources for 2021		√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√
CCEA past papers/questions based on CCEA past papers					√		√	√		√	√		√						
Mock examinations, which relate to the specification		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Coursework or controlled assessments (where applicable)	√											√	√		√		√		√
Year group assessments, which relate to the specification	√	√	√	√	√		√	√	√	√	√		√	√		√	√	√	√
Practicals / Performances (where applicable)												√	√	√					
Class based assessments					√	√							√						

† Homeworks (only where deemed suitable)

Evidence for A2	Art	Biology	Chemistry	English Literature	French	Further Maths	Geography	History	Irish	Maths	Music	PE	Physics	Professional Business Studies	Psychology	RE	Software Systems	Spanish	Technology
				WJEC								WJEC							
Assessments based on CCEA assessment resources for 2021		√	√	√	√	√	√	√	√	√	√	√	√	√		√	√	√	√
CCEA past papers/questions based on CCEA past papers						√	√			√		√							
Mock examinations, which relate to the specification		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Coursework or controlled assessments (where applicable)	√			√							√	√		√			√		√
Year group assessments, which relate to the specification	√	√	√	√		√	√	√		√		√	√		√	√	√	√	√
Practicals / Performances (where applicable)											√	√	√						
Class based assessments					√							√							

† Homeworks (only where deemed suitable)